

Catawba County Emergency Medical Services Standard Operating Guidelines

Continuing Education

This advises Catawba County EMS employees of the requirements, as well as the recommendations, for continuing education. Each employee must maintain thirty-six (36) hours of continuing education per year, as regulated by NCOEMS.

- Employees of Catawba County EMS are required to maintain the following certifications:
 - Hazardous Material Awareness Level (CCEMS Specific – annually)
 - Hazardous Communications (CCEMS Specific – annually)
 - Blood Borne Pathogens (CCEMS Specific – annually)
 - Fire Safety/Building Evacuation (CCEMS Specific – annually)
- Catawba County Emergency Medical Services encourages its staff to attend seminars, classes and professional programs whenever possible. If the budget allows, the county will cover the following expenses:
 - If the class requires an overnight stay, the county will pay in advance or reimburse the amount approved by the county code for lodging.
 - If a county vehicle cannot be used for the trip, the county will reimburse the employee for mileage at the rate allowed by the county code.
 - If the class is out of town during meal times, the employee will be reimbursed for meals at a rate allowed by the county code.
 - All employee requests will be taken on a first come-first serve basis. Requests must be made in writing to the EMS Manager or Training Officer. Priority will be given to employees who are requesting to attend a conference or class for the first time. New requests will be considered each fiscal year.
- Employees requesting to attend a class, conference, seminar, etc must be off duty during the time of attendance or have adequate vacation leave time available to use.
- Recredentialing of the employee's state certification is the responsibility of the employee. The employee shall submit the form for recredentialing to his/her Chief Trainer at least 60 days prior to the expiration date. The Chief Trainer shall submit this form to the Training Officer for verification and submission to OEMS.
- Continuing education classes will be offered five (5) times per month. It is the responsibility of the employee to maintain required hours and topics for recredentialing. Classes should be attended on the employee's short week if at all possible.
- Requests for reimbursement of education advancement programs (a higher level of medical certification) will be made prior to the start of the program. If the request is not submitted prior to the start of the program, the request will be denied.
- Each request will be reviewed and judged on an individual basis. If approved, an agreement will be made in writing and reimbursement will occur at the successful completion of the program.

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